

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. C-246PAGE
NO. 1

1. Requesting Agency

QUEEN ANNE'S COUNTY

2. Division or Bureau of Requesting Agency

Clerk of the Circuit Court

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|---|---|
| 1 | TRIAL MAGISTRATE'S PAPERS Size: Folded papers Dates: c. 1850 --- Quantity: 20 cu. ft. File Arrangement: Alphabetical by name of magistrate, and chronological therein This file is composed of writs, warrants, and other miscellaneous papers originating in the offices of the Justices of the Peace, Trial Magistrates, Judges of the People's Courts, which have been deposited with the Clerks of the Circuit Courts under provision of Article 52, Section 29-30, Annotated Code of Maryland, 1957 Edition as amended. Papers are disposable three years after deposit with the Clerk under Section 31 of Article 52, but Dockets are permanently retained. The recommendation below applies only to the deposited papers. RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DEPOSIT, THEN DESTROY. | APPROVED HALL OF RECORDS COMMISSION |
| 2 | CONDITIONAL CONTRACTS OF SALE Size: Folded papers Dates: c. 1906 --- Quantity: File Arrangement: Chronological by date of recording. This file is composed of the original contracts, giving the date of the contract, names of the parties, names of the vendor and vendee with their signatures, the amount involved and terms of payment, a description of the subject of the contract, and the conditions, with a notation of the liber and folio of recordation in the Conditional Contract of Sales Docket. Dockets are permanently retained but the original papers may be destroyed five years after recordation. (Ann. Code of Maryland, 1957 Edition as amended, Art. 21, Sec. 67). The recommen- (continued) | |

7. Agency, Division or Bureau Representative

Charles W. Cecil

Signature

Clerk

Title

June 21, 1963

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

June 25, 1963

Date

Mavis S. O'Dell

Archivist

July 3, 1963

Date

Crescent H. Hubert

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------------|---|--|
| 2 (cont.) | <p>ation below applies only to the original contracts.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER RECORDATION, THEN DESTROY.</p> | <p style="text-align: center;">APPROVED HALL OF RECORDS COMMISSION</p> |
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